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Virginia State Simulation Alliance By-Laws

ARTICLE I: NAME

Section 1 The name of the organization is hereby known as Virginia State Simulation Alliance (VASSA).

ARTICLE II: MEMBERSHIP AND DUES

Section 1 – Membership

Section 1.1 Members consist of health care professionals and educators interested in the development and incorporation of simulation into health care education and practice.

Section 1.2 Any member who is currently active is eligible to vote in the affairs of the VASSA organization, as prescribed by the Bylaws.

Section 1.3 Each member is allowed one vote in the affairs of the organization.

Section 2 – Dues

Section 2.1 Annual membership fees are regulated by the Board.

Section 2.2 Annual membership fees are due on January 1, and cover the period of January 1 through December 31, to reflect a standard calendar year.

Section 2.3 Membership applications received during the conference registration process will be valid for the remainder of the calendar year and subject to renewal January 1st.of the following year.

ARTICLE III: BOARD of DIRECTORS

Section 1 An individual must be an active member of VASSA to be eligible to serve on the board.



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Section 2 The Board serves without pay.

Section 3 The Board consists of the following elected officers:

Section 3.1 President

Section 3.2 President-Elect

Section 3.3 Past-President

Section 3.4 VP of Governance

Section 3.5 VP of Finance

Section 3.6 VP of Operations

Section 3.7 VP of Programs

Section 3.8 Six (6) Regional Directors who represent the following regions:

- Blue Ridge
- Capital
- Hampton Roads
- Northern Virginia
- South-Central
- Southwestern

Section 3.9 Regional Directors will be elected by members of that region. Each Regional Director position may be filled by two (2), elected individuals, each a Co-Director. Each region will maintain one (1) vote on the board.

Section 3.10 Membership Director

Section 3.11 Communications Director

Section 3.12 Website Director

Section 3.13 Marketing Director



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Section 3.14 Director of Conference Planning

Section 3.15 Director of Education

Section 3.16 Director of Research and Publications

Section 3.17 The following Board members may be appointed by VASSA President :

Member(s)-at-Large: The Member-at-Large is an individual who serves in the interest of the organization in an advisory capacity, without representing a specific district, and actively participates on the Board as requested by the President. .

Section 3.18 The VASSA President appoints member(s) to fill vacancies with the approval of the Board.

Section 3.19 Each Board member serves a term of 2 years, with the exception of the President and the President-Elect. The President serves an additional year as Immediate Past President in an advisory and ex-officio capacity. The President-Elect serves 1 year prior to assuming the role of President, for a total of a 3- year-term.

Section 3.20 Board meetings are conducted monthly or at the discretion of the VASSA President.

Section 3.21 Board members with more than four (4) unexcused absences will be dismissed from the Board by the VASSA President.

ARTICLE IV: VASSA BOD ELECTIONS

Section 1 Election of officers:

Section 1.1 Odd Years: VP of Operations, VP of Programs, Director of Communications, Director of Marketing, Director of Research and Publications; and, three (3) Regional Directors (Blue Ridge, Capital, Hampton Roads)

Section 1.2 Even Years: President-Elect, VP of Finance, VP of Governance, Membership Director, Website Director,



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Director of Conference Planning, Director of Education, and three (3) Regional Directors (Northern VA, South-Central, South-Western)

Section 2 Individual members of each region are eligible to vote for their Regional Director(s).

Section 3 Election of the Board of Directors and officers occur one-month after annual VASSA conference; assumes office on January 1 the following year.

ARTICLE V: VASSA BOD RESPONSIBILITIES

Section 1 VASSA President:

The President shall be the chief executive officer of the Organization. The President shall serve as the presiding officer at the VASSA Annual Business Meeting and all Board meetings as well as serve in an ex-officio capacity during standing and ad-hoc committees. The VASSA President shall have general responsibility for the affairs and business of the organization, has the authority to enter into contract as well as conduct business of the organization, and functions as the conference administrator.

Section 2 VASSA President-Elect:

The VASSA President-Elect shall perform the duties of the President during the President's absence, and shall assume the President's reign for the balance of any un-expired term in the event of the President's inability to serve.

Section 3 VASSA Past-President:

The Past-President shall serve one year in this capacity to provide continuity and mentorship during the transition of the new Board. In the event that the new President-Elect is unable to assume the VASSA Presidency, the Past-President shall assume the Presidency for the balance of any unexpired term.



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Section 4 Regional Directors / Co-Directors:

Regional Directors / Co-Directors communicate and represent the interests of their members by: conducting bi-annual meetings; recommending committee members for state positions; performing other leadership roles associated with its Region; and representing and voting on behalf of its members at Board meetings. Regional Directors are responsible for setting agenda for regional meetings and providing minutes to regional members as well as the VASSA Communications Director



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Section 5 VP of Governance

The VP of Governance serves as By-Laws Committee chair and is responsible for maintaining up-to-date procedures and policies of the VASSA organization. Reports directly to the President.

Section 6 VP of Finance:

The VP of Finance serves as treasurer and chair of the Finance Committee. The VP of Finance is responsible for developing the budget, submitting financial reports, and maintaining financial records. The VP of Finance has the authority to enter into contract and conduct business of the organization. Reports directly to the President.

Section 7 VP of Operations:

The VP of Operations oversees the day-to-day operations that support the organization's infrastructure (e.g., Membership, Communication, Website, Marketing). Reports directly to the President.

Section 8 Membership Director:

The Membership Director chairs the Membership Committee and is responsible for conducting annual membership drives, developing and maintaining membership documents and managing membership renewals. Works in conjunction with the VP of Finance and Communications Director. Reports directly to the VP of Operations.

Section 9 Communications Director:

The Communications Director is responsible for recording and distributing all Board meeting minutes; maintaining regional minutes submitted by Regional Directors; and coordinating general communication to the membership at large. Works in conjunction with Communications Director and Website Director. Reports directly to the VP of Operations.

Section 10 Website Director



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The Website Director is responsible for developing, updating and maintaining the organization's website(s). The Website Director collaborates with the VP of Finance and the following directors: Communications, Membership, and Marketing. Reports to the VP or Operations.

Section 11 Marketing Director

Marketing Director is responsible for enhancing the visibility of the organization through: understanding current and potential customers; developing a marketing strategy and plan for approval by the Board; identifying images that enhance the organizations overall image; and, identifying marketing tools that promote the image of simulation and VASSA. Works closely with the VP of Finance and the following directors: Website, Communications, and Membership. Reports directly to the VP of Operations.

Section 12 VP of Programs

The VP of Programs oversees the education, research, and publication missions of the organization. Reports directly to the President.

Section 13 Director of Conference Planning chairs the Conference Planning Committee and is responsible for the development and evaluation of VASSA's education initiatives. Works in conjunction with the VP of Finance, Communications Director, and Website Director. Reports directly to the VP of Programs.

Section 14 Director of Research and Publications

The Director of Research and Publications chairs the committee, serves as a resource for those interested in simulation research or publishing, and identifies potential simulation research initiatives. Works in conjunction with the Director of Education and reports directly to the VP of Programs.

Section 15 Director of Education

The Director of Education chairs the Simulation Curricula & Practice Committee and serves as a resource. Works in



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conjunction with the Director of Research and Publications. Reports directly to the VP of Programs.

ARTICLE VI: COMMITTEES

- Section 1 The Board appoints standing and ad-hoc committees as needed.
- Section 2 Standing committees include: Conference Planning, Simulation Curricula and Practice, Finance, By-Laws, Membership, and Research and Publications.
- Section 3 Committee Chairperson is either prescribed by the by-laws or appointed by the VASSA President after input from the Board.
- Section 4 Responsibilities of the Committee Chairperson are to preside over committee meetings, develop and distribute committee meeting agendas and minutes, report committee progress to the VPs and/or the Board of Directors, and provide written records of meetings to the President and Communications Director.
- Section 5 Meetings are held monthly or at the discretion of the Committee Chairperson. A minimum of 2 meetings annually is expected.
- Section 6 A committee meeting agenda must be provided prior to the scheduled meeting time.
- Section 7 Committee Chairpersons are part of the Board.

ARTICLE VII: VOTING

- Section 1 Each Board Member has one (1) vote.
- Section 2 The President-Elect and the Past-President serve as ex-officio members.
- Section 3 A majority of board members constitute a quorum and is needed to approve motions.



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- Section 4 In the absence of a quorum, no formal action shall be taken.
- Section 5 Passage of a motion by the Board requires a simple majority.
- Section 6 In case of a tie, the President casts the deciding vote.
- Section 7 Passage of a motion up for vote by the general membership will require a simple majority of the members present (actual, electronic or hardcopy).

ARTICLE VIII: CONFLICT of INTEREST

- Section 1 Any member of the Board who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will voluntarily disclose the conflict and refrain from discussion and voting on said item.

ARTICLE IX: FISCAL POLICIES

- Section 1 The fiscal year of the Board shall coincide with the calendar year.

ARTICLE X: By-Laws

- Section 1 Proposed By-Laws up for vote by the general membership are distributed at least 60 days prior.
- Section 2 The distribution may be in electronic or hardcopy form.
- Section 3 By-Laws are adopted if accepted by the simple majority of responding members when the call to vote occurs.

ARTICLE XI: AMENDMENTS to BY-LAWS

- Section 1 Changes to By-Laws are approved by a two-thirds vote of board members present at any meeting, provided a quorum is present and a copy of the proposed amendment(s) are distributed to board members at least one week prior to the scheduled vote.



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